

Adults Quick Guide

Tenure Type and Household Structure



It is essential that you record **Tenure type** and **Household structure** information accurately. This guide provides details of the **Tenure type** and **Household structure** categories available in Mosaic, with a brief description for each.

Tenure type is mandatory in a number of Adult Care workflow steps

Recording Tenure Type and Household Structure

Tenure type and **Household structure** are both recorded against a person's address and will display against their address on the **Person summary** screen.

To record or update the **Tenure type** and **Household structure** click **Person details > Addresses** in the extended sidebar menu, or click the '**Change**' hyperlink against **Address** within the **Demographic information** section, to access the **Addresses** screen.

- Click the **Edit Pencil** icon  to update this information about the current address
- Click the **Add** button to add an additional (secondary) address i.e. where the person has been placed in a permanent residency placement but still owns their own home
- Click the **Removal Lorry** icon  to change the person's address i.e. where the person has moved home

The **Tenure type** and **Household structure** should both be recorded or updated within the **Other details** section by selecting the appropriate category from the dropdown menus.

For full details of how to record or update a person's address, including the **Tenure type** and **Household structure** please refer to the **Addresses** user guide.

Household Structure

The recording of household structure cannot be made mandatory as it is not always known. However, this should be added to the person's record as soon as it is known.

| Household Structure | Definition |
|---------------------------------|---|
| Lives alone | Lives on their own. The person may have telecare or paid support which is based on site rather than within the accommodation. |
| Lives with carer | Living at home with a working age (18-65 years), unpaid family carer(s) (friend / partner / parents), where the caring role enables the person to live at home. |
| Lives with carer aged 65+ | Living at home with elderly carer(s) (friend / partner / parents over 65), where the caring role enables the person to live at home. |
| Lives with other family members | Living at home with other family members (partner / siblings / wider family) who are not the person's carers. |
| Lives with others | Living at home with non-family members (friend or flatmate) who are not the person's carers. |
| Lives with parents | Living at home with parents, who are not their carers. |
| Not Known | People whose household structure is unknown. People who are homeless, sofa-surfing, in temporary accommodation. |
| Shared Housing | For those who are living in a shared accommodation with others who also have support needs. |

Tenure Type

In total, there are twenty-three categories. Five relate to general housing, five relate to supported housing and two are residential or nursing. The remaining eleven categories are short term or reablement related.

In addition, there is also a 'Not Known' category. This should only be used in exceptional circumstances. Where this has been recorded, you should seek to establish accommodation arrangements at the earliest opportunity and update the record accordingly.

| | Tenure Type | Definition |
|-----------------|----------------------------|--|
| General Housing | A Own Home Ownership | <p>This is where the person owns their own property or jointly owns it with someone else. This may include joint or shared ownership with spouse, partner, other family member or someone not related. It may also include properties held in trust.</p> <p>The person may also have commissioned or informal care provided within the home environment, but the care should not be directly linked with the accommodation arrangements. E.g. Homecare is provided, but is commissioned via direct payment or from the framework contract.</p> |

| | Tenure Type | Definition |
|---|-----------------------------------|--|
| General Housing | B Living with Family / Friends | <p>This is where the person is living with family, friends or someone not related as their permanent residency, but they have no joint or sole ownership of the property.</p> <p>The person should not normally have a tenancy agreement, although they may be making some contribution towards accommodation or living costs.</p> <p>The person may also have commissioned or informal care provided within the home environment, but the care should not be directly linked with the accommodation arrangements. E.g. Homecare is provided, but is commissioned via direct payment or from the framework contract.</p> <p>This category excludes anyone staying with family or friends on a short-term basis and self-funders.</p> |
| <p>C - General Needs Housing</p> <p>Housing which is available whether the person is eligible for Adult Social Care or not. It is normally provided by private landlords, registered social landlords or district councils. Individuals will normally have tenancy agreements and will pay a rent. Tenants may be eligible for housing allowances, but may also need to pay additional amounts from their own private income. The rent would not be met by social care, and is an agreement between the individual and the landlord. People accommodated in General Needs Housing may be in receipt of care delivered to them in their accommodation. However, the care is commissioned separately and has nothing to do with the accommodation agreements</p> | | |
| General Housing | C.1 Private Rented | Tenancies which are held with a private landlord. The tenancy is an arrangement where an individual rents a house owned by another individual or organisation. |

| | Tenure Type | Definition |
|-----------------------------|---|--|
| General Housing | C.2 Registered Social Landlord | Tenancies which are held with a registered social landlord. This is an arrangement where an individual rents a house owned by another individual or organisation. |
| General Housing | C.3 District Council Owned | Tenancies which are held with a district council. The tenancy is an arrangement where an individual rents a house owned by another individual or organisation. |
| Supported Housing with Care | D Extra Care with Helpline / Landlord Response | <p>This is accommodation that is provided by a housing association (including companies or charities), registered social landlord, district council or private landlord. The person should have a tenancy agreement and will pay rent. They may be eligible for housing allowances, but may also need to pay additional amounts from their own private income. The rent would not be met by social care and is an agreement between the individual and the landlord.</p> <p>With Extra Care, there will normally be an emergency arrangement where on-site support can be called through a warden or off-site response. The response is not a social care response.</p> <p>People in Extra-Care may also be in receipt of social care, but this is commissioned separately from the accommodation arrangements and the care provider can be changed without any impact on the tenancy agreement.</p> <p>Traditionally, Extra-Care has been developed for older people, but it can also be utilised by adults younger than 65 with other primary needs.</p> |

| | Tenure Type | Definition |
|---|---|---|
| <p>E - Supported Housing with On-site Care</p> <p>This category is where the social care is an intrinsic feature of the housing arrangement. There is a permanent onsite element of care, although this may also be supplemented by the delivery of additional levels of care. For example, there may be core hours of support, waking or sleeping-nights provision, but additional hours of Community Supported Living delivered on top of these core services.</p> | | |
| Supported Housing with Care | E.1 Shared Lives Placement | <p>A permanent Shared Lives placement is where the person lives in the carer's home with the carer and often their family. The carer is funded by the Shared Lives provider, but the carer is also allowed to charge the person rent and a contribution to household costs such as for food.</p> <p>The arrangement for rent and food, etc. is between the carer and the individual. The Council only funds the costs related to care, which includes the provider's administration cost, but there is no liability for the Council in relation to accommodation costs.</p> <p>Additional care would not normally be delivered to the person unless they have specialist needs.</p> |
| Supported Housing with Care | E.2 Group Home / Shared Living with Care | <p>Group homes are houses that are owned by the Council or a housing provider. These houses accommodate a number of people, normally between 2 and 6 people. Residents have their own room and shared spaces within the home.</p> <p>There is often an onsite sleep-in or waking-nights arrangement. There are normally core hours linked to the group home, which provides a fixed and permanent number of carer-hours to support residents.</p> <p>Additional social care hours may also be linked to the person's care plan dependent on assessed needs.</p> |

| | Tenure Type | Definition |
|-----------------------------|---|---|
| Supported Housing with Care | E.3 Individual Accommodation (Own Front Door) | <p>This is where the person lives in the accommodation on their own, not shared with others. They have their own tenancy and front door, but there may be an extra bedroom that allows a carer to provide overnight sleeping- or waking-nights support. The overnight support may also be provided remotely, with the carer on-site but not in the person's home. Additional care can supplement the core hours dependent on assessed needs.</p> <p>Individual accommodation with social care support will often be clustered, so that the core on-site support is linked to a number of individual properties or rooms in a block of accommodation. There can be social areas where people can choose to meet and socialise.</p> <p>The accommodation can be owned by private landlords, companies, housing associations or the Council. The person is responsible for rent and often maintenance charges.</p> <p>Adaptations to the property are sometimes needed to meet needs specific to the person.</p> |
| Supported Housing with Care | E.4 Bespoke Individual Accommodation (Complex Needs / Transforming Care) | <p>Bespoke Individual Accommodation with on-site social care support is normally for people with complex needs. As with Individual Accommodation, the person does not live with other people. They will normally have their own tenancy agreement and are responsible for rent and maintenance.</p> <p>There is normally a requirement to consider the location of the accommodation and to tailor the design to the person's specific needs.</p> <p>There is often a need for high intensity social care support and is sometimes supplemented with healthcare provision. The person may present with challenging behaviours which requires the accommodation to be designed with consideration of the person's safety.</p> |

| | Tenure Type | Definition |
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| F - Residential and Nursing Care | | |
| <p>Permanent residential and nursing care is provided in registered residential and nursing care homes. The person will not have a tenancy agreement and will not pay rent. A price for the placement will be agreed with the Council, normally at the expected cost according to the contract, and should include a contribution towards capital and other costs.</p> | | |
| Residential and Nursing Care | F.1 Registered Care Home | Residential care homes which provide social care services and are registered with the Care Quality Commission (CQC) under the Health and Social Care Act 2008. |
| Residential and Nursing Care | F.2 Registered Nursing Home | Nursing homes that provide health and social care services and are registered with the Care Quality Commission (CQC) under the Health and Social Care Act 2008. |
| G - Temporary and / or Reablement Related | | |
| <p>Some people may be supported in short-term accommodation, as they either don't have a permanent accommodation arrangement or need separate short-term accommodation until they are in a position to return to their permanent home.</p> | | |
| Short Term and Reablement | G.1 Crisis Housing | <p>Existing crisis housing is funded by the CCGs and commissioned by Public Health. They provide a place to stay for people who have mental illness and are in crisis or are recovering from crisis.</p> <p>People will only be accommodated in crisis housing for a short period of time with the expectation that they will return to their permanent home or go to move-on accommodation options.</p> |

| | Tenure Type | Definition |
|---------------------------|---|---|
| Short Term and Reablement | G.2 Hostels and Refuges for Homeless | These accommodation arrangements are for people who are homeless with the aim of finding move- on accommodation options. |
| Short Term and Reablement | G.3 Step Up / Step Down Accommodation | This accommodation is normally linked to reablement. For example, a person being discharged from hospital and being unfit to return to their permanent home until they are more stable. |
| Short Term and Reablement | G.4 Domestic Abuse Related | This is for people subject to domestic abuse. There are often specific safeguarding arrangements linked to these accommodation options. |
| Short Term and Reablement | G.5 Acute Hospital / Inpatient Provision | This description is used when a person has been admitted to acute hospital or inpatient placements. |

| | Tenure Type | Definition |
|---------------------------|---|--|
| Short Term and Reablement | G.6 Mobile Accommodation e.g. Caravan | This tenure type is used for people who are in mobile accommodation. Whilst this accommodation may be their permanent living arrangement, it is included because of the accommodation's transitory nature. |
| Short Term and Reablement | G.7 Rough Sleeper / Squatting | This status relates to people without formal accommodation who are either rough sleepers or squatting. |
| Short Term and Reablement | G.8 Staying with Family / Friends as a Short Term Guest | This is similar to Living with Family / Friends, but the arrangement is not permanent. |
| Short Term and Reablement | G.9 Placed in Temporary Accommodation by Local Authority | This can refer to a range of different accommodation arrangements where the local authority is funding temporary accommodation for the person. |

| | Tenure Type | Definition |
|---------------------------|--|--|
| Short Term and Reablement | G.10 Prison / Young Offenders Institution / Detention Centre | When a person has been placed in prison or young offender institution, or where the person is in receipt of social care whilst in these institutions. |
| Short Term and Reablement | G.11 Probation Hostel (or other Approved Post Prison Accommodation) | This is when a person is accommodated in a probation hostel. |
| | Not Known | This is where the accommodation arrangements are not known. This category should only be used in exceptional circumstances and practitioners should seek to establish accommodation arrangements at the earliest opportunity |